P-Card & Travel Forum
05-Nov-2019
Application Updates
P- CARD

When ‘Travel’ is selected the ‘Reference Number’ field becomes mandatory. You may enter one or more TA and/or TR numbers. When entering multiple numbers, separate each number with a comma.
P- CARD

If the index number or account code becomes inactive during the process, red text will appear. The index or account code will need to be updated to move forward.
P- CARD

Return for Correction has been added to the P-Card Transaction process, functioning the same as the Travel process.

RETURNED FOR CORRECTION
Please review the comments near the bottom of this request before proceeding.
Travel

A list of P-Card transactions will be available on TAs and TRs. This includes transactions during the itinerary dates +/- 3 days. Also includes any transaction where the TA or TR number was entered in the ‘Reference Number’ field.
Travel

Do not send itinerary to traveler added to the TA form. Available if traveler is not a current benefited employee.

NOTE: The staff role is retained by terminated employees up to 90 days from their termination date.
Travel

If the index number or account code become inactive during the process, red text will appear. The index or account code will need to be updated to move forward.
When will these changes launch?

Friday, November 8th